

# CIIS Inventory Management Reports

## Accessing the CIIS Inventory Management Reports

1. To access these reports, click on the *Report/Forms* module located on the menu bar. Next, scroll to the *Inventory Management - Vaccine* report group.

There are several Inventory Management reports you can run within CIIS.

2. Now, click on the report you want to run. For example, by clicking on the *Inventory On-Hand* report link, you will be navigated to the *Report Selection Criteria* screen.

PHYLIS MANUAL CLINIC

Home  
Patients  
Immunizations  
Inventory  
Reports/Forms  
Settings

Inventory Management - Vaccine

- Daily Vaccinations Report
- Inventory Adjustment Inquiry
- Inventory On-Hand
- Inventory Pending Transfers
- Inventory Summary By Funding Source
- Inventory Transaction Inquiry
- Inventory Transfer Inquiry
- Monthly Immunization Report (VFC and Other Public-Funded)
- Possible Duplicate Inventory Report
- Unaccounted For Doses

Version 14.4-1  
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## Running a Report

Inventory On-Hand

Enter the selection criteria and click **Run Report** on this page.

Report Selection Criteria

Provider: PHYLIS MANUAL CLINIC

Inventory Location: VFC 007

Vaccine: NDC #: Funding Source:

Manufacturer: Lot Number:

Expiration Date Range: From: Through:

Output Type:  PDF  EXTRACT - Delimiter: |

**Run Report** **Cancel**

For this example, I chose to run the *Inventory On-Hand* report.

By clicking on this "Help" icon, you can learn more about the purpose, report selection criteria, and output of the report you have selected to run.

Step 3. Enter the criteria you want to include in your report. Please Note: Bolded fields are required

Step 4: You can either choose to run this report in a PDF format or you can export the report data to an Excel spreadsheet by selecting Extract and placing a comma in the *Delimiter* field.

Step 5: Click on *Run Report*.

PHYLIS MANUAL CLINIC

Home  
Patients  
Immunizations

## Viewing the Report Output (Results)



Provider = PHYLLIS MANUAL CLINIC, Inventory Location = VFC 007

### Inventory On-Hand

October 24, 2014

This is the output generated in a PDF format for the *Inventory On-Hand* report.

**PHYLLIS MANUAL CLINIC**  
VFC 007

Vaccine	Manufacturer	NDC #	Lot #	Fund Src	Expiration Date	Doses On Hand
Hib (PedvaxHIB)	Merck & Co, Inc.	00006-4897-00	144REL	VFC	07/31/2015	13
MMR	Merck & Co, Inc.	00006-4681-00	OPY166	VFC	03/31/2015	7
Polio-IPV	Sanofi Pasteur (Formerly Aventis Pasteur)	49281-0860-10	TYWC23	VFC	04/30/2015	7
Tdap	Sanofi Pasteur (Formerly Aventis Pasteur)	49281-0400-10	BVHT24	VFC	08/16/2015	10
Total Doses at Inventory Location:						37
Total Doses at Provider:						37
Total Doses for all Providers:						37

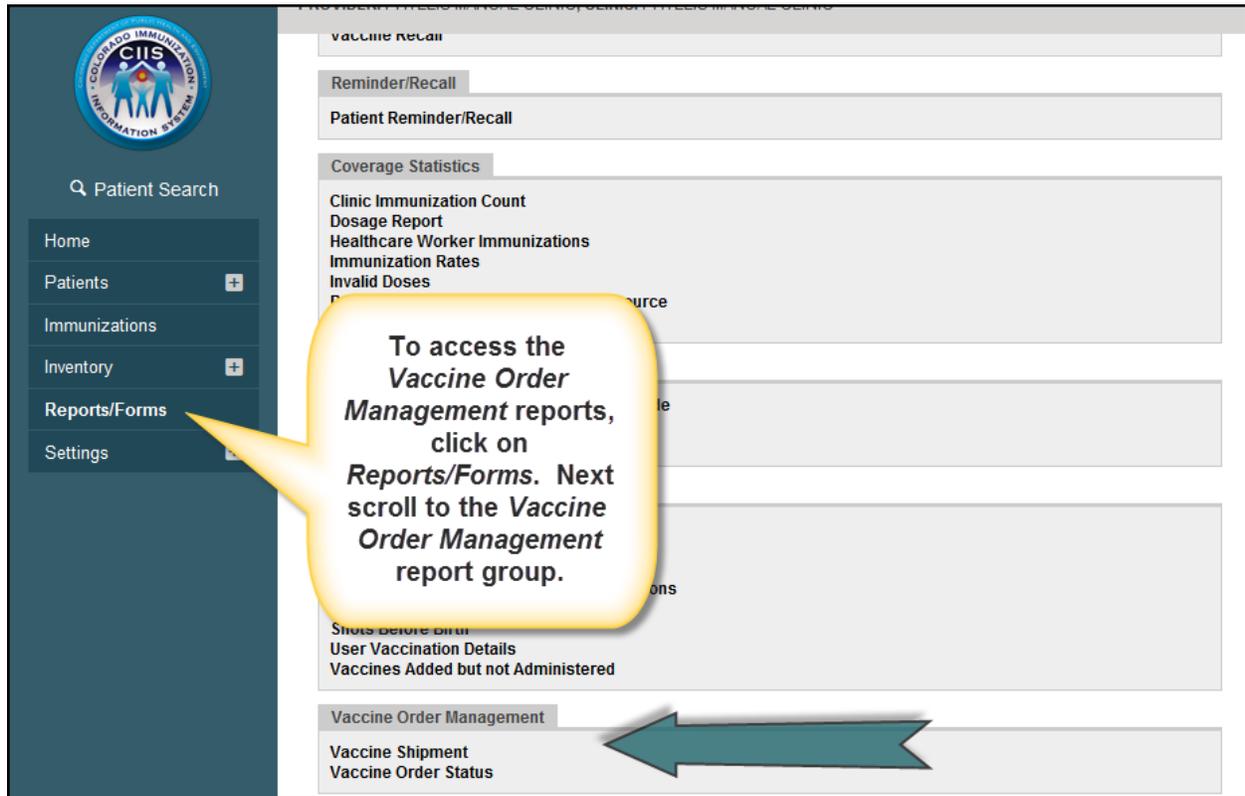
Notice this report gives you the total number of doses you have on-hand in CIIS.

**Below is a brief description of each report that is available in the Inventory Management Group:**

- **Daily Vaccinations Report:** Lists the vaccinations administered from a specific provider's inventory location(s).
- **Inventory Adjustment Inquiry:** Lists individual inventory Adjustment transactions only corresponding to the input criteria.
- **Inventory On-Hand:** Lists non-expired, non-depleted inventory on-hand corresponding to the input criteria.
- **Inventory Pending Transfers:** Lists inventory transfer transactions that have not been received yet.
- **Inventory Summary by Funding Source:** Generates a summary of all inventory items by funding source for the provider and inventory location identified.
- **Inventory Transaction Inquiry:** Lists individual inventory transactions of any type for a provider's inventory corresponding to the input criteria.
- **Inventory Transfer Inquiry:** Lists individual inventory Transfer transactions only for a provider's inventory corresponding to the input criteria.
- **Monthly Immunization Report (VFC and Other Public-Funded):** Generates a monthly immunization report for any closed inventory reconciliation for VFC and other public-funded vaccines.
- **Possible Duplicate Inventory Report:** Lists possible duplicate inventory line items based on selected criteria.
- **Unaccounted for Doses:** Identifies all transactions per provider/inventory location indicated that have 'unaccounted' for doses.

## CIIS Vaccine Ordering and Shipment Reports

### Accessing the CIIS Vaccine Order Management Reports



Below is a brief description of each report that is available in the Vaccine Order Management Group:

**Vaccine Order Status:** Generates the status of vaccine orders in the system. The system will find any vaccine orders that meet the search criteria.

Note: you can also print this report for the order you want to view by clicking on the printer icon in the Order Detail column on the Vaccine Orders home screen.

**Vaccine Shipment:** Generates a list of vaccine shipments imported into CIIS and the status per line item. The system will find any vaccine shipments that meet the search criteria.